

American Correctional Association

*Use of Separation with Juveniles –
Proposed Expected Practices and Definitions*



KEY

ACA File Number (*Order in which the submissions were received*)

Manual: *Manual in which the change is being proposed*

Standard No: *Standard to which the change is being proposed*

Agency /Facility: *Agency or facility submitting the proposed change*

Facility Size: *Size of the agency/facility proposing the change*

Accredited: *Whether or not the submitting agency/facility is accredited*

Proposal Type: *Type of Proposal (addition of a new standard, deletion of the current standard, revision of the current standard, or clarification of the existing standard or comment)*

Existing Standard: *The standard printed in the manual or Supplement as it currently stands. For example:*

Blacked-out text indicates text in the existing standard that has been removed in the Proposal.

Proposal: *The proposed change to the existing standard. For example:*

Highlighted Text indicated new or revised wording to the existing standard in the Proposal.

Comments: *Comments from the field regarding the proposed revision. These comments generally indicate whether the commenting entity agrees or disagrees with the revision.*

Name: *Name of person submitting the revision*

Title: *Title of person submitting the revision*

Email: *email address of person submitting the revision*

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Use of Separation w/ Juveniles -001

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Standard: 4-JCF-3B-10

Proposal Type: Revision

Existing : When a juvenile has been charged with a major rule violation requiring confinement, the juvenile may be confined for a period of up to 24 hours for the safety of the juvenile, other juveniles, or to ensure the security of the facility. The administrator or designee who was not involved in the incident reviews confinement for periods of more than 24 hours every 24 hours.

Comment: None.

Protocols: Written policy and procedures; confinement-unit admission forms; juvenile handbook; rules.

Process Indicators: Disciplinary records; confinement records; juvenile records; Interviews.

Proposal: Separation shall never be the result of a disciplinary sanction.

Comment: Separation is an immediate response to a juvenile's disruptive behavior or behavior that threatens the safety and security of the juvenile or others. Every effort shall be made by staff and service providers to safely return the juvenile to the normal daily program as soon as possible.

Protocols: Written Policy and Procedure

Process Indicators: Disciplinary action report. Approved sanction list. Staff and juvenile interviews. Juvenile files; disciplinary proceedings; separation unit logs

Use of Separation w/ Juveniles -002

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Standard: NEW #1

Proposal Type: Addition

Proposal: Written policy and procedure governs the use of a behavior management program. The written policy and procedure must include, but not be limited to, admission and completion criteria and how treatment, programming, and/or behavior management strategies will be modified and intensified.

Comment: The goal of the behavior management program is to modify the juvenile's behavior, such that a behavior management program is no longer necessary.

Protocols: Written policies and procedures, post orders, unit log books.

Process Indicators: Physical/electronic case notes, juvenile files, logs from multidisciplinary treatment teams, medical and mental health visits, juvenile records, designated unit housing logs.

Use of Separation w/ Juveniles -003

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Standard: 4-JCF-3C-01

Proposal Type: Revision

Existing : An individual program plan will be developed by the treatment team for juveniles with serious behavior problems. The facility administrator or shift supervisor can order immediate placement in a special unit when it is necessary to protect the juvenile from himself/herself or others. This action is reviewed within 72 hours by the treatment team.

Comment: High-risk juveniles who cannot control their assaultive behavior or who present a danger to themselves may require special management. The clinical, custody, and social service team should provide input into a constructive plan of behavior management, which includes appropriate services and programs. It may be necessary to separate these individuals from the general population to allow for individualized attention.

Protocols: Written policy and procedures.

Process Indicators: Special management plans; observations, if applicable.

Proposal: A behavior management plan will be developed by the treatment team for juveniles with serious behavior problems, who threaten the security and management of the facility.

Comment: None

Protocols: Written policy and procedures.

Process Indicators: Behavior management plan; observations logs, if applicable. Team meeting minutes, justification and documentation of reviews at required intervals.

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Standard: NEW # 2

Proposal Type: Addition

Proposal: Written policy and procedure governs the use of a behavior management plan and program.

If the behavior management plan includes placement in an behavior management program, then written policy and procedure governs specific admission criteria, included but not limited to the following:

- All admissions are authorized by the multidisciplinary service or treatment team prior to admission
- All juveniles must be reviewed and approved by behavioral health practitioner prior to admission

Comment: This process allows for the creation of a continuum of management strategies ranging from management of the youth in the general population with special handling orders to placement in a formalized behavior management program.

Protocols: Written policy and procedure on behavior management plan.

Process Indicators: Juvenile Behavioral Health Record; Youth and Staff Interviews; Admission Records to Behavioral Management Program; Behavior Management Plan Documentation.

Use of Separation w/ Juveniles -005

Manual: Juvenile Correctional Facilities(JCF)

Edition: Fourth

Standard: NEW #3

Proposal Type: Addition

Proposal: Written policy and procedure shall require weekly review for those juveniles on an behavior management plan. The review shall include the multidisciplinary treatment team.

Comment: The goal of treatment is for the juvenile to be returned to regular programming as soon as possible

Protocols: Written policy and procedure

Process Indicators: documentation of the weekly review

Use of Separation w/ Juveniles -006

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Standard: NEW # 4

Proposal Type: Addition

Proposal: Written policy and procedure shall govern operations of any unit designated for behavioral management programs. Such policy and procedure should ensure that services, privileges, and living conditions that may be earned are similar to those available to general population.

Comment: Separation may be utilized, consistent with other expected practices, as part of the behavioral management program.

Protocols: Written policy and procedure

Process Indicators: Logs. Observations. Staff and juvenile interviews. Documentation of weekly review.

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Standard: 4-JCF-3C-02

Proposal Type: Revision

Existing: Juveniles requiring protection from others may be placed in protective custody until alternative permanent housing is found within the facility or as a result of a transfer. The juvenile's treatment team develops a special management plan to assure safety and continuous services and programming. Continued confinement after 72 hours is approved by the facility administrator.

Comment: Juveniles may be at risk due to a number of reasons. The goal should be victim protection with the least harm done to the juvenile requiring protection.

Proposal: If a juvenile is in separation for protective measures until alternative protective measures can be implemented, a plan is developed and implemented no later than 4 hours from the time the juvenile is placed in separation to assure the safety and continued services and programming in the least restrictive environment possible. The plan shall ensure at least 1 hour of out-of-room activity with others every 5 hour period outside of sleeping hours. A plan that includes separation must be approved by a facility administrator after 24 hours and at least every 24 hours thereafter.

Comment: The goal of separation for protective custody purposes should be victim protection with the least harm done to the juvenile requiring protection. Alternative protective measures may include, but are not limited to, permanent housing, transfer, a plan for the potential victim and/or perpetrator(s), one-to-one staffing, peer mediation/conflict resolution, etc. The facility administrator's decision should be influenced by the treatment needs of the juvenile. The minimum 1 hour of out-of-room activities can be split-up within the 5 hour period.

Protocols: Written policy and procedures.

Process Indicators: Behavioral management plans; observations, if applicable.

Manual: Juvenile Correctional Facilities(JCF)

Edition: Fourth

Standard: 4-JCF-3C-03

Proposal Type: Revision

Existing: Revised 1/ 2012 The following procedure is followed for any juvenile placed in room confinement:

1. Checked visually by staff at least every 15 minutes
2. Visited at least once each day by personnel from administrative, clinical, social work, religious, and/or medical units. Actual entry into the room of confinement with the juvenile or removal of the juvenile from the room for the purpose of discussion or counseling constitutes a visit.
3. A log is kept recording:
 - a. The name and title of the individual who authorized the confinement
 - b. Name and title of persons visiting the juvenile
 - c. Record of time checks
 - d. The person authorizing release from confinement
 - e. The time of release
4. Suicidal juveniles are under continuous one-to one observations until evaluated by a mental health professional.

Comment: A visit does not include routine visual checks or discussion through the door or window of the confinement room. Electronic devices used to monitor juveniles do not substitute for one-to-one observations by staff.

Protocols: Written policy and procedures.

Process Indicators: Confinement logs.

Proposal: The facility shall have written policies and procedures that describe the implementation and monitoring of measures to be followed for any juvenile placed in separation. These policies and procedures must include, at the minimum, the following elements.

The following procedure is followed for any juvenile placed in separation:

1. Authorization of separation by supervisor or behavioral health staff
2. Checked visually by staff in staggered intervals not to exceed fifteen (15) minutes
3. Removed from separation at the point he/she has demonstrated emotional and behavioral control and is assessed as being able to reenter population.
4. Supervisor, supervisor's designee, or behavioral health staff shall meet with the juvenile in an effort to identify the reasons for them being unsafe to return to general population prior to four (4) hours.
5. If separation is continued beyond four (4) hours it must be reviewed by a behavioral health staff and/or supervisor with attempts to safely return the youth to general population at least every two (2) hours thereafter.
6. Offer services to include education, treatment, medical, and recreation, to juveniles who are separated beyond four (4) hours

Use of Separation w/ Juveniles -008 (continued)

Comment: A visit does not include routine visual checks through the door or window of the confinement room. Electronic devices used to monitor juveniles do not substitute for one-to-one observations by staff. **If the juvenile displays sustained escalated behavior, staff will meet with the juvenile to assist in de-escalation.**

Protocols: Written policy and procedures.

Process Indicators: Separation logs. Staff and visitation logs, activity log. Documentation for 4 hour checks.

Use of Separation w/ Juveniles -009

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Standard: NEW #5

Proposal Type: Addition

Proposal: A use of separation log is kept for documentation of the following:

- a. Staggered fifteen (15) minute rounds.
- b. The name and title of the supervisor and/or behavioral health staff who authorized the separation and who authorized continued separation beyond four (4) hours, if necessary
- c. Date/Time of placement and removal from separation
- d. Name and title of all persons visiting the juvenile
- e. Date/time of checks and behavior noted
- f. Any reviews of placement and by whom, with rationale for continued separation
- g. Name and position of supervisor and/or behavioral health staff authorizing release from separation
- h. Time and activity spent out of room

Comment: If juvenile refuses time out of room, the reason needs to be documented

Protocols: Written Policies and Procedures.

Process Indicators: Room Logs. Log of staff authorizing release.

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Standard: 4-JCF-3C-04

Proposal Type: Revision

Existing: Confinement in a security room for any offense should not exceed five days, unless otherwise provided by law. Juveniles placed in confinement are afforded living conditions and privileges that may be earned approximating those available to the general population.

Comment: The time a juvenile spends in disciplinary confinement is proportionate to the offense committed, taking into consideration the juvenile's prior conduct, specific program needs, and other relevant factors. An outside limit is set for the period of confinement. Use of the special management plan to define expectations and privileges that may be earned will assist the juvenile in striving for socially acceptable behavior.

Protocols: Written policy and procedures.

Process Indicators: Special management plans; observations, if applicable.

Proposal: Separation should be short in duration and should end as soon as safety allows, not to exceed twenty-four (24) hours. In the event that separation beyond twenty-four (24) is necessary for the safety and security of the facility and staff, further evaluation and authorization from the facility Superintendent or administrative designee must be obtained if extended beyond twenty-four (24) hours.

Comment: None.

Protocols: Written policy and procedure.

Process Indicators: Room log. Visiting log. Documentation for 4 hour checks. Behavioral observation log. Incident Report showing engagement/participation in an act of violence; an Assessment/, 2 hr checks by the supervisor or behavioral health staff, Authorization Beyond 24hrs, documentation or log.

Use of Separation w/ Juveniles -011

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Standard: NEW #6

Proposal Type: Addition

Proposal: Separation following an act of violence requires a process to evaluate a juvenile's readiness to safely return to general population. This evaluation shall be initiated within four (4) hours of placement in separation and subsequently every two hours after until the juvenile is able to process the incident with a supervisor or behavioral health staff and safely be returned to general population. Juveniles placed in a separation status are afforded living conditions and earned privileges similar to general population.

Comment: None.

Protocols: Written Policy and Procedure.

Process Indicators: Incident Report. Authorization Beyond 24hrs, documentation or log.

Use of Separation w/ Juveniles -012

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Standard: 4-JCF-3C-17

Proposal Type: Revision

Existing: An administrative review is provided for juveniles transferred to a more **restrictive program or** secure facility.

Comment: None.

Protocols: Written policy and procedures; disciplinary forms; hearing forms; juvenile rulebook and rules.

Process Indicators: Copies of administrative reviews.

Proposal: An administrative review is provided for juveniles transferred to a more secure facility.

Comment: None.

Protocols: Written policy and procedures; disciplinary forms; hearing forms; juvenile rulebook and rules.

Process Indicators: Copies of administrative reviews.

Use of Separation w/ Juveniles -013

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Standard: NEW #7

Proposal Type: Addition

Proposal: An administrative review is provided for juveniles placed in a more structured and restrictive program or a specialized treatment unit within the same facility. As soon as possible, but no later than 72 hours after placement the treatment team shall review the placement and establish a plan for the return to general population. The facility administrator shall approve initial placement and reauthorize every 24 hours until the treatment/special plan is established.

Comment: Justification for transfers must be provided. Facility must demonstrate other interventions have been ineffective.

Protocols: Written policy and procedures, hearing forms, treatment plan, Juvenile Program Manual/Rulebook.

Process Indicators: Written plan, copies of administrative reviews. Facility administrator authorization 24 hours, hearing forms, treatment plan.

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Standard: 4-JCF-4C-46

Proposal Type: Revision

Proposal: When a juvenile is placed in **seclusion/isolation**, a qualified healthcare professional or health trained person shall be informed immediately and shall complete an assessment, as determined by the health authority. Unless medical attention is needed more frequently, each juvenile in **seclusion/isolation** receives a daily visit from a qualified healthcare professional or health-trained person.

Comment: The visit ensures that juveniles have access to the health-care system. A health-care provider, who determines the appropriate setting for further medical attention or examination, evaluates those juveniles who request health call. Health-care providers may request that a juvenile be removed from a cell or housing area for medical attention or examination. All health-call encounters are documented in the juvenile's health-record.

Protocols: Written policy and procedure.

Process Indicators: **Seclusion/isolation** logs; documentation of daily visits; health-record entries; observations; interviews.

Proposal: When a juvenile is placed in **separation**, a qualified healthcare professional or health-trained person shall be informed immediately and shall **immediately** complete an assessment. Unless medical attention is needed more frequently, each juvenile in **separation** receives a daily visit from a qualified healthcare professional or health-trained person.

Comment: The visit ensures that juveniles have access to the health-care system. A health-care provider, who determines the appropriate setting for further medical attention or examination, evaluates those juveniles who request health call. Healthcare providers may request that a juvenile be removed from a cell or housing area for medical attention or examination. All health-call encounters are documented in the juvenile's health-record. **The type of assessment is to be determined by health authority.**

Protocols: Written policy and procedure.

Process Indicators: **Separation** logs; documentation of daily visits; health-record entries; observations; interviews.

Use of Separation w/ Juveniles -015

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Standard: NEW #8

Proposal Type: Addition

Proposal: The facility shall have written policies and procedures that describe behavioral health screening of any juvenile placed in separation. These policies and procedures shall include the following elements:

1. Screening for any behavioral health reasons not to use the use of separation will be done as soon as possible but no later than 30 minutes after placement in separation. This screening may be done by staff trained to use the separation screening tool.
2. The separation screening tool shall be approved by the behavioral health authority.
3. Notification of behavioral health staff when the juvenile remains in separation for more than 2 hours or when a separation screening tool indicates a need to contact behavioral health staff sooner.
4. Documentation of behavioral health screening encounters in the juvenile's behavioral health-record.

Comment: The use of separation can have negative effects on an individual. The screening tool may take the form of: structured interview, checklist, commercially published instrument, etc. Separation should be avoided if a screening concludes that there may be an acute deterioration of behavioral health functioning.

Protocols: Written policy and procedure.

Process Indicators: Separation logs; documentation of daily visits; behavioral health-record entries; observations; interviews; separation screening tool.

Use of Separation w/ Juveniles -016

Manual: Juvenile Correctional Facilities (JCF)

Edition: Fourth

Standard: NEW #9

Proposal Type: Addition

Proposal: The facility must have written policies and procedures that describe behavioral health monitoring of any juvenile placed in separation. These policies and procedures shall include the following elements:

1. Behavioral health monitoring of juvenile's adjustment to separation every 4 hours except during bed time hours
2. Provision of an appropriate level of behavioral health care as determined by monitoring.
3. Documentation of behavioral health monitoring in the juvenile's behavioral health-record.
4. Discontinuation of separation if clinical staff determines that the youth is being harmed by separation.

Comment: The use of separation can have negative effects on an individual. Separation should be avoided if a monitoring indicates that there may be an acute deterioration of behavioral health functioning. Monitoring by behavioral health staff endeavors to prevent harm by separation and ensures access to needed services.

Protocols: Written policy and procedure.

Process Indicators: Separation logs; documentation of daily visits; behavioral health-record entries; observations; interviews.

Use of Separation w/ Juveniles -017

Manual: Juvenile Detention Facilities (JDF)

Edition: Fourth

Standard: New Goal

Proposal Type: Addition

Existing: None. The JDF manual is not in performance based format.

Proposal: Goal: Protect the community, staff, contractors, volunteers, and juveniles from harm.

Performance Standard for Use of separation: Juveniles who pose a threat to the safety and security of staff, other juveniles, or themselves may be removed from the general population and placed in a separation room when warranted. Juveniles in separation rooms should be treated in a respectful and humane manner.

Performance Standard for Use of Special Management: Juveniles who are in danger from other juveniles or themselves may be placed in Special Management to ensure their safety and security. These juveniles should receive, to the extent possible, similar programming and privileges as juveniles in the general population.

Use of Separation w/ Juveniles -018

Manual: Juvenile Detention Facilities (JDF)

Edition: Fourth

Standard: 3-JDF-2C-10

Proposal Type: Deletion

Existing: When there is a security room separate from the living unit, it is equipped with plumbing and security furniture.

Comment: A juvenile may be placed in a temporary security room instead of his or her own room where his or her behavior is so out of control that presence near others seriously disturbs the group. This room requires close staff observation.

Protocols: None. JDF is not yet a performance based manual.

Process Indicators: None. JDF is not yet a performance based manual.

Manual: Juvenile Detention Facilities (JDF)

Edition: Fourth

Standard: 3-JDF-3C-06

Proposal Type: Revision

Existing: Written policy, procedure, and practice require that prior to room and/or privilege restriction, the juvenile has the reasons for the restriction explained to him/her and has an opportunity to explain the behavior leading to the restriction.

Comment: Prior to restriction for any rule infraction, the juvenile should be given an opportunity to explain the reason(s) for the rule violation.

Protocols: None. JDF is not yet a performance based manual.

Process Indicators: None. JDF is not yet a performance based manual.

Proposal: Separation shall never be the result of a disciplinary sanction.

Comment: Separation is an immediate response to a juvenile's disruptive behavior or behavior that threatens the safety and security of the juvenile or others. Every effort shall be made by staff and service providers to safely return the juvenile to the normal daily program as soon as possible.

Protocols: Written Policy and Procedure.

Process Indicators: Disciplinary action report. Approved sanction list. Staff and juvenile interviews. Juvenile files; disciplinary proceedings; separation unit logs.

Manual: Juvenile Detention Facilities (JDF)

Edition: Fourth

Standard: 3-JDF-3C-07

Proposal Type: Revision

Existing: During room restriction, staff contact is made with the juvenile at least every 15 minutes, depending on his/her emotional state. The juvenile assists in determining the end of the restriction period

Comment: During the period of restriction, a staff person should interact with the juvenile in an effort to solve any problems and to determine a release time.

Protocols: None. JDF is not yet a performance based manual.

Process Indicators: None. JDF is not yet a performance based manual.

Proposal: The facility must have written policies and procedures that describe the implementation and monitoring of measures to be followed for any juvenile placed in separation. These policies and procedures must include, at the minimum, the following elements.

The following procedure is followed for any juvenile placed in separation:

1. Authorization of separation by supervisor or behavioral health staff
2. Checked visually by staff in staggered intervals not to exceed fifteen (15) minutes
3. Removed from separation at the point he/she has demonstrated emotional and behavioral control and is assessed as being able to reenter population.
4. Supervisor, supervisor's designee or behavioral health staff shall meet with the juvenile in an effort to identify the reasons for them being unsafe to return to general population prior to four (4) hours.
5. If separation is continued beyond four (4) hours it must be reviewed by a behavioral health staff and/or supervisor with attempts to safely return the youth to general population at least every two (2) hours thereafter.
6. Offer services to include education, treatment, medical, and recreation, to juveniles who are separated beyond four (4) hours

Comment: During the period of restriction, a staff person should interact with the juvenile in an effort to solve any problems and to determine a release time. A visit does not include routine visual checks through the door or window of the confinement room. Electronic devices used to monitor juveniles do not substitute for one-to-one observations by staff. If a juvenile displays sustained escalated behavior, staff will meet with the juvenile to assist in de-escalation.

Protocol: Written Policy and Procedure. Operational Memorandums.

Process Indicators: Separation logs. Staff and visitation logs, activity logs
Documentation for 4 hour checks.

Manual: Juvenile Detention Facilities (JDF)

Edition: Fourth

Standard: 3-JDF-3C-08

Proposal Type: Revision

Existing: Written policy, procedure, and practice specify that room restriction for minor misbehavior serves only a “cooling off” purpose and is short in time duration, with the time period 15 to 60 minutes specified at the time of assignment.

Comment: Juveniles are quick to act out and usually just as quick to recover from temper flare-ups. A few minutes’ restriction to their room is often all that is needed to correct the situation and permit the juvenile to resume his/her normal routine.

Protocols: None. JDF is not yet a performance based manual.

Process Indicators: None. JDF is not yet a performance based manual.

Proposal: Written policy, procedure, and practice specify an area for the purpose of regaining self-control for brief periods up to, but not to exceed, one hour.

Comment: Some juveniles may frequently be volatile and act out, but can regain control rapidly. A brief period removed from others is often all that is needed to correct the situation and permit the juvenile to resume his/her normal routine.

Protocol: Written Policy and Procedure. Operational Memorandums.

Process Indicators: Logbook, with time in and time out. Resident/Juvenile Handbook. Record of Privilege Restrictions.

Use of Separation w/ Juveniles -022

Manual: Juvenile Detention Facilities (JDF)

Edition: Fourth

Standard: 3-JDF-3C-11

Proposal Type: Revision

Existing: When a juvenile has been charged with a major rule violation requiring confinement use of separation for the safety of the juvenile, other juveniles, or to ensure the security of the facility, the juvenile may be confined for a period of up to 24 hours. Confinement for periods of over 24 hours is reviewed every 24 hours by an administrator or designee who was not involved in the incident.

Comment: None.

Protocols: None. JDF is not yet a performance based manual.

Process Indicators: None. JDF is not yet a performance based manual.

Proposed Revision

Proposal: When a juvenile has been placed in separation for the safety of the juvenile, other juveniles, or to ensure the security of the facility, the juvenile may be confined for a period of up to 24 hours. In the event that separation beyond twenty-four (24) hours is necessary for the safety and security of the facility and staff, further evaluation and authorization from the facility Superintendent or administrative designee must be obtained prior to extending separation beyond twenty-four (24) hours.

Comment: None.

Protocol: Policy and procedure, special management log, due process hearing, major rule violation, detainee handbook

Process Indicators: Incident report, behavior plan, Inter-disciplinary Treatment Team (ITT) review

Use of Separation w/ Juveniles -023

Manual: Juvenile Detention Facilities (JDF)

Edition: Fourth

Standard: 3-JDF-3D-06

Proposal Type: Revision

Existing: Written policy, procedure, and practice protect juveniles from **personal** abuse, corporal punishment, personal injury, **disease**, **property damage**, and harassment.

Comment: In situations where physical force is required, only the least **drastic** means necessary to secure order or control should be used.

Protocols: None. JDF is not yet a performance based manual.

Process Indicators: None. JDF is not yet a performance based manual.

Proposal: Written policy, procedure, and practice protect juveniles from abuse, corporal punishment, personal injury, **damage of personal** property, harassment **and/or exploitation**.

Comment: In situations where physical force **or use of separation** is required, only the least **restrictive** means necessary to secure order or control should be used.

Protocol: **Written Policy and Procedure. Detainee handbook outlining safety in JSC. Orientation video showing detainee rights. Use of force, due process, grievance and appeal process.**

Process Indicators: **Resident/Juvenile Handbook. Grievance Process Forms and related documentation. Staff and Juvenile Interviews. Disciplinary and appeal process.**

Manual: Juvenile Detention Facilities (JDF)

Edition: Fourth

Standard: 3-JDF-3E-01

Proposal Type: Revision

Existing: Written policy, procedure, and practice provide special management for juveniles with serious behavior problems and for juveniles requiring protective care. An individual program plan will be developed.

Comment: High risk juveniles, who cannot control their assaultive behavior, present a danger to themselves, or who are in constant danger of being victimized by other juveniles may require special management. The facility should provide appropriate services and programs for them. It may be necessary to separate them from the general population to allow for individualized attention.

Protocols: None. JDF is not yet a performance based manual.

Process Indicators: None. JDF is not yet a performance based manual.

Proposal: Written policies, procedures, and practices provide for more intensive supervision and management of juveniles with a sustained pattern of serious behavior problems. A behavior management plan will be developed and implemented.

Comment: When creating the behavior management plan, the least restrictive approach to maintain safety and security should be utilized. Youth should be returned back to general population as soon as safety allows.

Protocols: Written policy and procedure.

Process Indicators: Behavior management plans, training records, logs, incident reports/response, housing assignment records, juvenile and staff interviews.

Use of Separation w/ Juveniles -025

Manual: Juvenile Detention Facilities (JDF)

Edition: Fourth

Standard: 3-JDF-3E-02

Proposal Type: Deletion

Existing: The facility administrator or shift supervisor can order immediate placement in a special unit or room when it is necessary to protect the juvenile from self or others. The action is reviewed within 24 hours by the appropriate authority.

Comment: None.

Protocols: None. JDF is not yet a performance based manual.

Process Indicators: None. JDF is not yet a performance based manual.

Manual: Juvenile Detention Facilities (JDF)

Edition: Fourth

Standard: 3-JDF-3E-03

Proposal Type: Deletion

Existing: The detention facility has a sanctioning schedule that sets a maximum of five days of confinement in a security room for any, unless otherwise provided by law.

Comment: The time a juvenile spends in disciplinary confinement is proportionate to the offense committed, taking into consideration the juvenile's prior conduct, specific program needs, and other relevant factors. An outside limit should be set for the period of confinement. This limit should be consistent with case law and statutes of the jurisdiction. Where such guidelines do not exist, a maximum of five days of disciplinary detention should be considered sufficient for most cases.

Protocols: None. JDF is not yet a performance based manual.

Process Indicators: None. JDF is not yet a performance based manual.

Manual: Juvenile Detention Facilities (JDF)

Edition: Fourth

Standard: 3-JDF-3E-04

Proposal Type: Revision

Existing: Juveniles placed in confinement are checked visually by staff at least every 15 minutes and are visited at least once each day by personnel from an administrative, clinical, social work, religious or medical units. A log is kept recording who authorized the confinement, persons visiting the juvenile, the person authorizing release from confinement, and the time of release. Suicidal juveniles are under continuous/continuing observation.

Comment: None

Protocols: None. JDF is not yet a performance based manual.

Process Indicators: None. JDF is not yet a performance based manual.

Proposal: Juveniles who are separated from general population for any reason are checked visually by staff at staggered intervals not to exceed 15 minutes. If separation has been authorized beyond 24 hours, the juvenile should have face-to-face contact with personnel from administrative, medical, and behavioral health daily to provide access to necessary services. In the absence of medical and behavioral health personnel, specialized trained staff shall make checks on the juvenile at least once each shift. Policy shall provide for the presence of on-call medical and/or behavioral health staff, should a specialized trained staff deem it necessary.

Comment: Medical and behavioral health staff should include observations, which should be documented in the juvenile's health record, of the juvenile's adjustment and any potential decompensation. Specialized training should include but not limited to Crisis Intervention Training, Stress Management and Correctional Behavioral Health Certification.

Protocols: Written policy and procedure.

Process Indicators: Separation logs, surveillance equipment, juvenile medical/behavioral health records.

Use of Separation w/ Juveniles -028

Manual: Juvenile Detention Facilities (JDF)

Edition: Fourth

Standard: NEW #1

Proposal Type: Addition

Proposal: A use of separation log is kept for documentation of the following:

- a. Staggered fifteen (15) minute rounds.
- b. The name and title of the supervisor and/or behavioral health staff who authorized the separation and who authorized continued separation beyond four (4) hours, if necessary
- c. Date/Time of placement and removal from separation
- d. Name and title of all persons visiting the juvenile
- e. Date/time of checks and behavior noted
- f. Any reviews of placement and by whom, with rationale for continued separation
- g. Name and position of supervisor and/or behavioral health staff authorizing release from separation
- h. Time and activity spent out of room
- i.

Comment: If juvenile refuses time out of room, the reason needs to be documented.

Protocols: Written policy and procedure.

Process Indicators: Separation logs; staff and visitation logs; activity log

Use of Separation w/ Juveniles -029

Manual: Juvenile Detention Facilities (JDF)

Edition: Fourth

Standard: NEW #2

Proposal Type: Addition

Proposal: Written policy and procedure shall govern operations of any unit designated for behavioral management programs. Such policy and procedure should ensure that services, privileges, and living conditions that may be earned are similar to those available to general population.

Comment: Separation may be utilized, consistent with other expected practices, as part of the behavioral management program.

Protocols: Written policy and procedure

Process Indicators: Logs. Observations. Staff and juvenile interviews. Documentation of weekly review.

Use of Separation w/ Juveniles -030

Manual: Juvenile Detention Facilities (JDF)

Edition: Fourth

Standard: 3-JDF-3E-05

Proposal Type: Revision

Existing: Written policy, procedure, and practice specify that juveniles placed in **confinement** are afforded living conditions and privileges approximating those available to the general juvenile population. Exceptions are justified by clear and substantiated evidence.

Comment: Placement in room confinement achieves the primary purpose of **isolating** the juvenile from the general population. To the extent possible, juveniles in **confinement** should have a room, food, clothing, exercise, and other services and privileges comparable to those available to the general population. Where services or privileges are denied to juveniles in confinement, written justification should be provided.

Protocols: None. JDF is not yet a performance based manual.

Process Indicators: None. JDF is not yet a performance based manual.

Proposal: Written policy, procedure, and practice specify that juveniles placed in **separation** be afforded living conditions and privileges approximating those available to the general juvenile population. Exceptions are justified by clear and substantiated evidence.

Comment: Placement in room confinement achieves the primary purpose of **separating** the juvenile from the general population. To the extent possible, juveniles in **separation** should have a room, food, clothing, exercise, and other services and privileges comparable to those available to the general population. Where services or privileges are denied to juveniles in confinement, written justification should be provided.

Protocol: **Written Policy and Procedure. Record management and activity log.**

Process Indicators: **Physical plant/room layouts. Program Schedule. Resident/Juvenile Handbook. Documentation/evidence of exceptions. Staff and juvenile interviews. Incident reports.**

Use of Separation w/ Juveniles -031

Manual: All

Edition: All

Standard: Definition

Proposal Type: Addition

Proposal: **Behavior contract** - an agreement between a youth and staff (and sometimes parents/guardian) that serves as a positive reinforcement intervention, with the explicit goal of increasing or decreasing a specific targeted behavior or behaviors.

Use of Separation w/ Juveniles -032

Manual: All

Edition: All

Standard: Definition

Proposal Type: Addition

Proposal: **Behavioral Health Treatment Plan** - a written plan which specifies the treatment to address the individual behavioral health treatment needs.

Use of Separation w/ Juveniles -033

Manual: All

Edition: All

Standard: Definition

Proposal Type: Addition

Proposal: Behavioral Health Care Practitioner – *See Mental health care practitioner/provider/professional.*

Use of Separation w/ Juveniles -034

Manual: All

Edition: All

Standard: Definition

Proposal Type: Addition

Proposal: Behavioral Health Screening – *See Mental health screening.*

Use of Separation w/ Juveniles -035

Manual: All

Edition: All

Standard: Definition

Proposal Type: Addition

Proposal: Behavioral Health Staff – *See Mental Health Staff.*

Use of Separation w/ Juveniles -036

Manual: All

Edition: All

Standard: Definition

Proposal Type: Addition

Proposal: **Intensive Behavior Management Plan** - an individualized written plan developed by the youth's service team to address the youth's behavioral problems using planned targeted interventions

Use of Separation w/ Juveniles -037

Manual: All

Edition: All

Standard: Definition

Proposal Type: Addition

Proposal: **Intensive Behavior Management Program** - a program, that may or may not be on a designated unit, designed to provide increased staff supervision, support, and intervention that manages current behavior and is designed to decrease continued disruptive behavior

Manual: All

Edition: All

Standard: Definition

Proposal Type: Revision

Existing: Juvenile Correctional Facility - an institution that may provide supervision, programs, and residential services for more than 100 residents. These facilities are designed and operated to be secure institutions. Juvenile development centers, juvenile treatment centers, secure training schools, and other facilities in the category may serve relatively smaller populations ranging from 40 to 100 juveniles. The age range served is generally from 13 to 18 years of age, although in many jurisdictions, residents may be as young as 10 or as old as 25 years of age. Older residents are usually juveniles who have been returned to the facility as parole violators.

Proposal: Juvenile Correctional Facility - secure facilities which are designed and operated to provide rehabilitation and residential services to juveniles adjudicated of an offense or crime.

Use of Separation w/ Juveniles -039

Manual: All

Edition: All

Standard: Definition

Proposal Type: Addition

Proposal: Juvenile Detention Facility - facilities designed and operated to provide temporary care of juveniles who have been adjudicated and/or juveniles alleged to be delinquent who are going through the court process, awaiting placement, or serving a period of separation from the community as ordered by the court that requires secure custody in a physically restricted setting.

Use of Separation w/ Juveniles -040

Manual: All

Edition: All

Standard: Definition

Proposal Type: Addition

Proposal: Level of Supervision - the level of monitoring, contact, management, and control needed to maintain safety based on a youth's level of risk.

Use of Separation w/ Juveniles -041

Manual: All

Edition: All

Standard: Definition

Proposal Type: Addition

Proposal: Qualified Mental Health Professional - *See Mental Health Care Practitioner/Provider/Professional*

Use of Separation w/ Juveniles -042

Manual: All

Edition: All

Standard: Definition

Proposal Type: Addition

Proposal: Refocus Area - a designated place where brief voluntary separation, from the general population may occur. (Refocus Rooms replace the calming, safe and time out areas, and comfort room).

Use of Separation w/ Juveniles -043

Manual: All

Edition: All

Standard: Definition

Proposal Type: Addition

Proposal: Safety Assessment - the process of evaluating a youth's readiness to return to population.

Use of Separation w/ Juveniles -044

Manual: All

Edition: All

Standard: Definition

Proposal Type: Addition

Proposal: Special Management Plan - a special individualized plan developed by the youth's multidisciplinary service team to address the youth's behavioral problems using planned targeted interventions.

Use of Separation w/ Juveniles -045

Manual: All

Edition: All

Standard: Definition

Proposal Type: Addition

Proposal: **Specialized Treatment Program** - a program designed to provide increased staff supervision, support, and intervention that will assist in managing current behavior and to decrease the likelihood of future disruptive behavior.

Use of Separation w/ Juveniles -046

Manual: All

Edition: All

Standard: Definition

Proposal Type: Addition

Proposal: Specialized Treatment Unit / Intensive Program Unit: a unit that houses youth whose treatment needs and behavior prevent them from residing with the general population with a goal to re-integrate youth when specific treatment goals are reached.

Use of Separation w/ Juveniles -047

Manual: All

Edition: All

Standard: Definition

Proposal Type: Addition

Proposal: Use of Separation - removal from general population that is involuntarily imposed and is in an area where the youth is without contact with other youth and unable to egress. This does not include situations such as regularly scheduled bed time hours and medically ordered isolation.